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PD NBR: NAVFAC 13

CLASSIFICATION: FINANCIAL PROGRAM COORDINATOR NF-0501-03

ORG TITLE: FINANCIAL MANAGER

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at NAME OF COMMAND. The incumbent is responsible for all financial, accounting, budgeting functions, and daily technical operation for Combined Bachelor.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for providing comprehensive and effective services in the collection of revenues and accounting for financial transactions. Reviews documents to ensure timely and adequate preparation, resolves unusual or complex problems, and provides general guidance as needed in conducting day to day operations.

Receives requests for special reports or backup from higher headquarters and other agencies, relating to the financial responsibilities of the division. Reviews and determines best method of arriving at any desired statistical information. Establishes data-gathering methods for subordinates and, if necessary, means of presentation. Conducts a review of work in progress or completion of reports or other data. Compose final report, forms, reviewing financial and other figures to ensure they adequately provide the desired information.

Insures that files of all correspondence and messages pertaining to accounting records are maintained.

Works with audit boards that periodically review the financial records and procedures. Participates in discussions of findings and takes action to revise or adjust any financial processes as recommended and agreed upon.

Assists Bachelor Housing Officer with studies of proposed organizational changes to determine feasibility, possible effect on positions; and in making studies of manpower versus workload to determine adequacy of work assignments, need for additional help, studies of space assignments for more effective utilization.

Communicate with the Morale, Welfare & Recreation
Department where applicable on a regular basis to ensure
that both parties adhere to provisions agreed to within the
Memorandum of Agreement (MOA). At month end, reviews
financial statements for accuracy of account balances and
compliance with current policies and procedures.

Approves leave, provides input for evaluations, personal actions and awards.

Prepares the NABF budget for submission to the Bachelor Housing Officer. As requested, provides input to the appropriated fund budget.

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

A Bachelor's degree in Accounting or a related business field and/or at least three years of experience in accounting, budgeting, procurement and payroll.

A thorough understanding and knowledge of the procedures, policies and techniques required in the Navy Non-appropriated Fund Accounting System as well as a broad and direct knowledge of generally accepted accounting principles.

Knowledge of accounting systems, procedures and techniques used in review and analysis of individual transactions, all classes of accounts and audit trails in an accounting system.

Knowledge and understanding of the regulations, guides and procedures sufficient to interpret and apply them to a variety of reports reflecting a number of accounting relationships with extensive supporting documents.

Must communicate well, both orally and in writing and be able to deal amicably with others in the organization and with the public in general.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent is responsible for coordinating accounting or administration matters throughout the division. The Supervisor defines objectives and assists in unusual situations lacking clear precedents. The incumbent has wide latitude in planning and carrying out duties and responsibilities. Completed work is spot checked for conformance to policy and timeliness.

FACTOR 3. GUIDELINES

Guidelines include, but are not limited to: OPNAVINST 11103.1B, DOD, SECNAV, OPNAV, NAVCOMPT, BUPERS and local policies, including BUPERSINST 5300.10A, other regulations, manuals, and guides related to VQ activity matters. Incumbent is responsible for a variety of unrelated functions. Incumbent uses judgment to select guides appropriate for the situation. Situations requiring significant deviation are coordinated with supervisor.

FACTOR 4. COMPLEXITY

The work involves the performance of a variety of management functions related to the management, operation, and maintenance of VQ housing. Priorities must be established to meet commitments and ensure occupant satisfaction. Incumbent must exercise mature and impartial judgment in resolving problems, etc.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide oversight and administration of the business office function. The work directly contributes to the military members, retirees and family member's quality of life, and contributes to job satisfaction and retention of valuable members.

FACTOR 6. PERSONNEL CONTACTS

Contacts include guests, other VQ staff members, and other installation staff as well as vendors, contractors and visitors or other operating offices on the installation.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to exchange information, plan and/or coordinate functions and resolve problems.

FACTOR 8. PHYSICAL REQUIREMENTS

Work is primarily sedentary with some carrying of reports, boxes and ledgers weighing up to 30 pounds.

FACTOR 9. WORKING ENVIRONMENT

Work is performed indoors in areas that normally have adequate heat, light and ventilation.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.